

ANNUAL REPORTS

Jennifer Clifton, Library Development Office

Required Reports

□ ISL

- ▣ Annual Report for Indiana Public Libraries
- ▣ PLAC Quarterly Reports

□ IRS

- ▣ W-2s
- ▣ W-3 (Annual Report)

□ Gateway

- ▣ 100R
- ▣ Annual Financial Report

□ Outstanding Indebtedness Report

□ LAR-1

□ Bi-annual Report to County Treasurer

□ Post Bond Sale/Post Lease Execution

□ LSTA grant reports

Annual Report for Indiana Public Libraries

- Completed online December-January
 - ▣ Due February 1
 - ▣ Signature page
- How info is used
 - ▣ ...For statewide statistics
 - ▣ ...By IMLS/Census for national statistics
 - ▣ ...For standards
- Covers
 - ▣ Income/Expenditures
 - ▣ Services
 - ▣ Holdings
 - ▣ Staff salaries/benefits
 - ▣ PLAC

Watch for annual
workshop offered
in November

PLAC Quarterly Reports

- ❑ # of cards/replacement cards sold
 - ❑ Remit payment for funds collected
 - ❑ Order more cards
 - ❑ Required, even if no cards sold.
-
- ❑ After the end of the calendar year, money is distributed back to libraries on the basis of net loans.

Gateway 100R

- Includes:
 - ▣ Employee names
 - ▣ Addresses (work)
 - ▣ Compensation
- Note- names and salaries are public record, searchable online
- Must also mail Attestation form

LAR-1 (Library Annual Financial Report)

- ❑ Submitted to State Board of Accounts through Gateway
- ❑ Report of all the library's funds in a calendar year
- ❑ Due March 1
- ❑ Used as basis of Audit
- ❑ Also shared with Census

W-2s

- Federal Withholding Statements for Employees
- Must be completed and given to each employee by January 31st
- Also, 1099's for nonemployee compensation

W-3

- Annual Report to Internal Revenue Service
- Includes info from W-2s (state and county income tax withholdings)
- Submitted in February following distribution of W-2s

DO NOT STAPLE

33333		a Control number		For Official Use Only ▶ OMB No. 1545-0008	
b Kind of Payer (Check one)		<input type="checkbox"/> 941 CT-1	<input type="checkbox"/> Military Hshld. emp.	<input type="checkbox"/> 943 Medicare govt. emp.	<input type="checkbox"/> 944
Kind of Employer (Check one)		<input type="checkbox"/> None apply State/local non-501c		<input type="checkbox"/> 501c non-govt. State/local 501c	<input type="checkbox"/> Federal govt. <input type="checkbox"/> Third-party sick pay (Check if applicable)
c Total number of Forms W-2		d Establishment number		1 Wages, tips, other compensation	
e Employer identification number (EIN)				2 Federal income tax withheld	
f Employer's name				3 Social security wages	
				4 Social security tax withheld	
				5 Medicare wages and tips	
				6 Medicare tax withheld	
				7 Social security tips	
				8 Allocated tips	
				9	
				10 Dependent care benefits	
g Employer's address and ZIP code				11 Nonqualified plans	
h Other EIN used this year				12a Deferred compensation	
				12b	
15 State		Employer's state ID number		14 Income tax withheld by payer of third-party sick pay	
16 State wages, tips, etc.		17 State income tax		18 Local wages, tips, etc.	
19 Local income tax				19 Local income tax	
Contact person				Telephone number	
Email address				Fax number	
				For Official Use Only	

Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature ▶ Title ▶ Date ▶

Form **W-3 Transmittal of Wage and Tax Statements** **2013**

Department of the Treasury
Internal Revenue Service

Annual Report to IN Department of Revenue

- Report state and county income tax withholding information to state.

Outstanding Indebtedness Report

- ❑ IC 5-1-18-10 requires that each political subdivision report any outstanding bonds or leases to the Department of Local Government Finance
- ❑ Report through Gateway
- ❑ Due on or before March 1
- ❑ Must report even if unit has no debt.

Bi-annual Report to County Treasurer

- Due June 1 and December 1
- No official form- just submit names and addresses of employees.
- For employees who work in more than one county, certify the information for the employee to the county where the employee has the employee's principal office.

Post Bond Sale/Post Lease Execution

- ❑ IC 5-1-18-7 and 5-1-18-8 require that political subdivisions entering into bonds and leases during a calendar year report these obligations to the Department of Local Government Finance.
- ❑ Due December 31st
- ❑ Submit through Gateway

LSTA Reports

- LSTA grant recipients only
- Follow timeline in grant guidelines/contract
 - ▣ 2014-
 - Quarterly reports due Aug, Nov, Feb
 - Final reports due June 30, 2015
- Submit to LSTA Consultant (me!)

Where to get more help

- Annual Report/Bookkeeping Workshop
- Budget Workshop
- DLGF Field Reps
- SBOA
- ISL's Continuing Education website
 - ▣ <http://continuinged.isl.in.gov/>
- Or just ask!